



**CITY OF  
ALLENTOWN**  
Special Events  
Application/Permit

PERMIT NO.

2015 -

P

APPLICATION DATE:

Permit Issued By

☐ Police

☐ Recreation

☐ Com Dev

Type of Organization

☐ Profit

☐ Non-Profit

☐ Other, Specify

Name of Permittee/Representative:

Name of Organization:

Home Street Address:

Organization Street Address:

City:

State:

Zip:

City:

State:

Zip:

Telephone:

FAX:

Telephone:

FAX:

Name of Event:

Date of Event:

Rain Date:

Start Time of Event:

End Time of Event:

Type of Event: ☐ Parade ☐ Concert ☐ Race ☐ Block Party ☐ Other, Specify

Location/Purpose of Event:

**Special Event Information (Note: Add attachment if several events are to take place -- include all details)**

Street Closing Required: ☐ Yes ☐ No

Describe:

Items for Sale:

# Participants:

Other, Specify:

**Insurance Information (Note: \$1,000,000 Minimum -- The City of Allentown MUST be named as additional insured)**

Public Liability Company:

Property Liability Company:

Certificate of Insurance must be provided by Permittee in the amount of

**Fees & Cancellations**

A non-refundable fee of Fifty Dollars (\$50.00) to cover administrative costs shall be paid upon application for a special events permit. Special Police Service Fees and Special Administrative Service Fees shall be charged as necessary for the provision of such services. Upon application, applicant shall make a deposit equal to Fifty Percent (50%) of the estimated charges. There will be a Twenty Dollar (\$20.00) charge for a check returned for any reason. Special police or administrative service fees may be refundable with 72-hour notice of cancellation due to weather or other unforeseen occurrence. No fees shall be refunded for other cancellations or postponements. In the case of postponements, fees shall be applied to the rescheduled event.

**Penalty**

Whoever violates any provision of Article 311.13 of Ordinance No. 13352, Bill No. 55-1995, shall, upon conviction thereof, be fined no more than Six Hundred Dollars (\$600.00) and costs of prosecution, and in default of payment thereof, shall be imprisoned for not more than thirty (30) days. In the case of a permittee's violation of any provisions of this article, the individual designated upon the permit as the responsible party shall be considered the violator.

**Permittee Information**

All events are to be conducted in a safe and reasonable manner. Do not solicit in an aggressive manner. Emergency Vehicle Access shall not be obstructed. Do not block pedestrian right-of-way. Do not obstruct streets or sidewalks.

I hereby certify that all information on this form is correct and accurate. Any error, misstatement or misrepresentation with or without intention can result in revocation of this permit. I agree to indemnify and hold harmless the City, its employees, agents, officials, representatives, attorneys and assigns from any and all liability, both negligent and non-negligent arising directly or indirectly out of any activities that occur in connection with this event, or out of the acts, errors or omissions of the undersigned.

Signature of Registrant/Authorized Representative:

Date:

**-- TO BE COMPLETED BY CITY OF ALLENTOWN PERSONNEL ONLY --**

☐ Permit(s) Request Approved

☐ Permit(s) Request Denied (Explain below)

Signature:

Date:

THIS APPLICATION DOES NOT EVIDENCE THE CITY OF ALLENTOWN'S SUPPORT OR OPPOSITION TO THIS ACTIVITY.

**CITY OF ALLENTOWN**  
- Internal Use Only -

**PERMIT NO**

**2015-**

**P**

**Additional Special Event Information**

Service	Bureau Contacted	Service	Bureau Contacted	Service	Bureau Contacted
<input type="checkbox"/> Radio		<input type="checkbox"/> Utilities		<input type="checkbox"/> Water	
<input type="checkbox"/> Portage Stage; PU/Delivery		<input type="checkbox"/> PA System		<input type="checkbox"/> Barricades	
<input type="checkbox"/> Health		<input type="checkbox"/> Cleanup		<input type="checkbox"/> Lighting	
<input type="checkbox"/> Building Maintenance		<input type="checkbox"/> Restrooms		<input type="checkbox"/> Chairs/Benches	
<input type="checkbox"/> On-site Parking (not existing lots)		<input type="checkbox"/> Trash/Recycling Barrels		<input type="checkbox"/> Other	

**COPIES OF SPECIAL EVENTS APPLICATION/PERMIT ISSUED TO THE FOLLOWING:**

<input type="checkbox"/> Police Chief	<input type="checkbox"/> Fire Chief	<input type="checkbox"/> PW Director	<input type="checkbox"/> A&F Director	<input type="checkbox"/> CD Director	<input type="checkbox"/> Mayor
<input type="checkbox"/> Communications	<input type="checkbox"/> Office File	<input type="checkbox"/> Traffic Planning	<input type="checkbox"/> Asst Chief Police	<input type="checkbox"/> Sec-Asst Chief Police	<input type="checkbox"/> Platoon-Police
<input type="checkbox"/> EMS	<input type="checkbox"/> Fire	<input type="checkbox"/> Captain Police	<input type="checkbox"/> Neighborhood Police	<input type="checkbox"/> Sergeant Traffic	<input type="checkbox"/> Recreation
<input type="checkbox"/> Parks	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:

Comments:

**CITY OF ALLENTOWN****SPECIAL EVENTS FEE & ESTIMATED COSTS INCURRED  
DEPOSIT FORM**

PERMIT NO.	2015-		E
Permit Issued by:			
Date of Event:			

Name of Permittee/Representative:		Name of Organization:				
Address:						
City:		State:			Zip:	
<b>Estimated Costs To Be Incurred</b>						
<b>NON-POLICE SERVICES:</b>	<b>Recreation</b>	<b>Parks</b>	<b>TP&amp;C</b>	<b>Streets</b>	<b>Com Dev</b>	<b>Total</b>
<b>POLICE SERVICES</b>						
All <b>NON-POLICE</b> Services (Deposit ½ of Total if greater than \$100.00-no charge if less than or equal to \$100.00)						
All <b>POLICE</b> Services (Deposit ½ of Total)						
Permit Fee (non-refundable)						
<b>TOTAL DEPOSIT AMOUNT DUE WITH APPLICATION</b>						
<b>MAKE CHECKS PAYABLE TO "CITY OF ALLENTOWN" ( No Cash Payments Accepted)</b>						
Receipted by:		Date Received:				
AMOUNT COLLECTED			Check Number			

1 - Permittee/Representative; 1 - Treasury &amp; Accounting (with Check); 1 - Office File